

APPENDIX A

**TACTICAL STANDING OPERATING PROCEDURE
FOR AIR AMBULANCE COMPANY OPERATIONS****A-1. Tactical Standing Operating Procedure**

This appendix provides a sample TSOP that may be modified for an AA company. It provides the tactics, techniques, and procedures for company operations. This TSOP is not all-inclusive. Commanders should consult AR 385-95 and other references to ensure all mandatory SOP requirements are addressed. It may be supplemented with information and procedures required for operating within a specific command, contingency, or environment.

A-2. Purpose of the Tactical Standing Operating Procedure

The TSOP prescribes policy, guidance, and procedures for the routine tactical operations of a specific unit. It should cover broad areas of unit operations and be sufficiently detailed to provide newly assigned personnel the guidance required for them to perform their mission. A TSOP may be modified by TSOPs and OPLANs/OPORDs of higher headquarters. It applies to a specific unit and all subordinate units assigned and attached. Should a TSOP not be in conformity with the TSOP of the higher headquarters, the higher headquarters' TSOP governs. The TSOP is periodically reviewed and updated annually.

A-3. Format for the Tactical Standing Operating Procedure

a. There is not a standard format for all TSOPs; however, it is recommended that a unit TSOP follow the format used by its higher headquarters. The TSOP can be divided into sections (specific functional areas or major operational areas). The TSOP may contain one or more annexes, each of which may have one or more appendixes. The appendixes may each have one or more tabs. Appendixes can be used to provide detailed information on major subdivisions of the annex, and tabs can be used to provide additional information (such as report formats or area layouts) to that addressed in the appendix(es).

b. Regardless of the format used, the TSOP follows a logical sequence in the presentation of material. It should discuss the chain of command, major functions and staff sections of the unit, operational requirements, required reports, necessary coordination with higher and subordinate elements for mission accomplishment, programs (such as command information, CSAR, and AVUM), and other relevant topics.

c. Pagination of the TSOP can be accomplished by starting with page 1 and numbering the remaining pages sequentially. If the TSOP is subdivided into sections, annexes, appendixes, and tabs, a numbering system that clearly identifies the location of the page within the document should be used. Annexes are identified by letters and are listed alphabetically. Appendixes are identified by numbers and arranged sequentially within a specific annex. Tabs are identified by a letter and are listed alphabetically within a specific appendix. After numbering the initial sections using the standard numbering system (sequentially starting with page 1 through to the end of the sections), number the annexes and their subdivisions. They are numbered as the letter of the annex, the number of the appendix, the letter of the tab, and the page number. For example, page 4 of Annex D is written as "D-4"; page 2 of Appendix 3 to Annex D is written as "D-3-2"; page 5 of Tab A to Appendix 3 of Annex D is written as "D-3-A-5." This system of numbering makes the pages readily identifiable as to their place within the document.

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d. In addition to using a numbering system to identify specific pages within the TSOP, a descriptive heading should be used on all pages to identify the subordinate elements of the TSOP.

(1) The first page of the TSOP should be prepared on the unit's letterhead. The remaining pages of the sections should include the unit identification in the upper right hand corner of the paper (for example, "XXX Air Ambulance Company").

(2) A sample heading for an annex is "Annex Q (Forward Support Medical Evacuation Team) to XXX Air Ambulance Company."

(3) A sample heading for an appendix to Annex Q is "Appendix 1 (Reports) to Annex Q (Forward Support Medical Evacuation Team) to XXX Air Ambulance Company."

(4) A sample heading for a tab to Appendix 1 to Annex Q is "Tab A (Situation Report) to Appendix 1 (Reports) to Annex Q (Forward Support Medical Evacuation Team) to XXX Air Ambulance Company."

e. As the TSOP is developed, there may be an overlap of material from one annex to another. This is due in part to similar functions that are common to two or more staff sections. Where overlaps occur, the material presented should not be contradictory. All discrepancies will be resolved prior to the authentication and publication of the TSOP. The company commander will authenticate the TSOP.

f. Tactical standard operating procedure writers should review the appropriate MTP to ensure the TSOP is thorough and doctrinally correct (see Army Training and Evaluation Program [ARTEP] 8-279-30-MTP).

A-4. Sample Tactical Standing Operating Procedure (Sections)

The information contained in this paragraph can be supplemented. It is not intended to be an all-inclusive listing. Different commands will have unique requirements that need to be included.

a. The first section of the AA medical company TSOP provides the scope, purpose, applicability, references, and general information.

(1) *Scope.* This TSOP establishes and prescribes tactical procedures to be followed by the AA medical company.

(2) *Purpose.* This document provides policy and guidance for routine tactical operations of the AA medical company.

(3) *Applicability.* Except when modified by policy guidance, TSOP, or OPLANs/OPORDs of the higher headquarters, this TSOP applies to this unit. These orders, however, do not replace judgment and common sense. In cases of nonconformity, the document of the higher headquarters governs. Each subordinate element will prepare a unit TSOP, conforming to the guidance herein.

(4) *General information.*

- (a) Required state of readiness.
- (b) Primary mission.
- (c) Secondary missions.
- (d) Procedures for operating within another command's AO.

1. Coordination.

- Brigade S3 air.
- Forward support medical company commander.
- Aviation brigade.
- Task force commander.

2. Security measures.

(e) Procedures for resolution of conflicts with governing regulations, policies, and procedures.

(5) *References.* This paragraph can include any pertinent regulations, policy letters, higher headquarters TSOP, or any other appropriate documents.

b. The second section of the TSOP discusses the AA company organization.

(1) *Organization.* This paragraph furnishes specific information concerning the authority for establishing the unit, such as applicable MTOE or other staffing documentation.

(2) *Succession of command.* The guidance for determining the succession of command is discussed—commander, flight operations platoon leader, AVUM platoon leader, and AA platoon leader.

(3) *Task organization.* Task organization is contingent on the mission and will be approved by the headquarters ordering deployment. Include examples of how to task organize with aviation brigades, evacuation battalions, and so forth.

c. The third section of the TSOP discusses AA company functions. It will supplement the company organizational chart(s). The functions of the company sections, to include personnel and some of their responsibilities, are provided in Chapter 2 of this publication. For a more detailed description of personnel duties, see FM 101-5, AR 611-101, and AR 611-201.

- d. The fourth section of the TSOP pertains to section operations and is subdivided into annexes.

A-5. Sample Tactical Standing Operating Procedure (Annexes)

Annexes are used to provide detailed information on a particular function or area of responsibility. The commander determines the level of specificity required for the TSOP. Depending upon the complexity of the material to be presented, the annex may be further subdivided into appendixes and tabs. If the annex contains broad guidance or does not provide formats for required reports, paragraphs may be used. The annex should not require further subdivision. However, as the material presented becomes more complex, prescribes formats, or contains graphic materials, the annex will require additional subdivision. Applicable references, such as ARs, FMs, and TMs, should be provided in each annex. The number of annexes and their subdivisions should be based on command/contingency requirements. Each annex should contain information relating to mission, organization, duties and/or responsibilities, and procedures. The following sample annexes are provided as a guide and are not considered all-inclusive.

- a. *Annex A, Company Organizational Charts* (Figure A-1). Also, see Chapter 2.

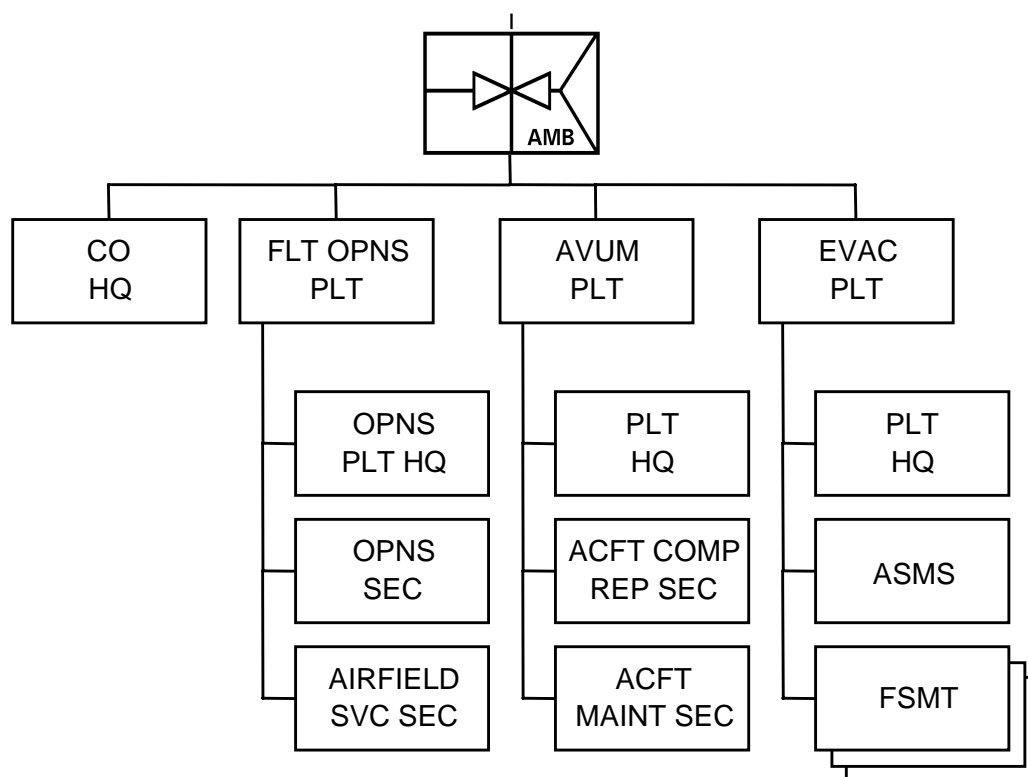


Figure A-1. Company organizational chart.

b. Annex B, Company Headquarters. This annex discusses the company commander, headquarters personnel, and their responsibilities. The day-to-day operations shall include a review of activities occurring during the day and the implementation of directives received from higher headquarters.

(1) The daily assessment of unit operations is accomplished via daily/scheduled reports, unusual occurrences, and forthcoming missions.

(2) The commander and his section leaders, in the conduct of daily operations, can use personal and telephonic contact to become aware of personnel, logistical, and administrative problems which may affect the overall unit operations.

(3) Regularly scheduled meetings and review of reports and programs can be used to monitor the effectiveness and efficiency of operations.

(4) The commander, during command visits or contacts with higher headquarters, can be apprised of the tactical situation. The commander provides higher headquarters the unit's overall status, to include aircraft availability, aircrew status, missions, logistical requirements, and other information as he deems appropriate. The company commander maintains liaison with the medical evacuation battalion, the FSB/FSMC, supported units, and corps support organizations.

(5) The company commander may activate the CP based on the tactical situation. (See Annex C for a discussion on CP operations.)

(6) This annex should also address the C2 structure for all assigned personnel of the unit. The annex outlines procedural guidance for, but is not limited to, the following:

- Company operations, to include crew and aircraft status and aircrew shifts.
- Company standardization program.
- Safety (air and ground operations).
- Company-level administration.
- Reenlistment and extension programs.
- Billeting, to include fire safety, sanitation (including field sanitation), and key control.
- Security, assignment, accountability, and maintenance of weapons.
- Perimeter security.
- Life support and site improvement.
- Welfare and recreational activities.

- Unit supply.
- Duty rosters.
- Physical fitness.
- Training.
- Uniform Code of Military Justice actions.

c. *Annex C, Command Post.* Areas covered by this annex include—

(1) *Definition.* The CP is the element of the company containing communications and personnel required to C2 and coordinate AA company support operations. The CP is located within a secure, controlled area, whether at a main CP or forward CP.

(2) *Purpose.* The purpose of the CP is to provide a secure area where the commander and key staff can assemble to estimate the situation, assess the requirements, and react to varying problems such as area defense, NBC operations, MASCAL situations, and company operations.

(3) *Responsibilities.* The commander has overall supervision and control over the CP. The operations officer (flight operations platoon leader) has primary staff responsibility in the absence of the commander. Daily operations of the CP are the responsibility of the flight operations section.

(4) *Operations.* The CP will operate on a 24-hour basis. It is principally staffed by each primary staff section furnishing necessary manpower, as required. The CP should be of sufficient size to allow for establishment of maps, storage of individual weapons and chemical defense equipment, and facilitate communications among the staff. Secure and nonsecure telephone communications connect the CP to other staff sections within the CP area. Access to the CP is strictly controlled by means of an access roster, and if available, security badges. Only essential personnel and authorized visitors are allowed to enter. Each staff section will maintain a TSOP on the organization and operation of its element. All elements within the CP will, when appropriate, maintain a current situational map of their specific operations. Discussion and portrayal of tactical plans outside of the security area is prohibited.

(5) *Composition of the command post.* This is a listing of those personnel comprising the CP. It normally includes the commander, flight operations platoon leader, flight operations officer, command sergeant major, principal staff members, and other specific staff members such as the S3 or the company AVUM officer.

(6) *Company command post configuration.* This is a schematic representation of the physical layout of the CP. It can be included as an appendix to the annex.

(7) *Site selection planning factors.* The CP/flight operations section should be centrally located near aviation operations area. Other factors to consider are COMSEC, OPSEC, and communication maintenance with higher headquarters and aircraft.

(8) *Equipment*. This portion discusses the primary communication links, the flight operations CP vehicle, and the flight/mission planning area.

(9) *Message center*. This center establishes procedures for the handling of classified messages; provides delivery and service of IMMEDIATE and FLASH messages to the appropriate staff section; establishes procedures for preparing outgoing messages; and establishes a delivery service to the servicing message center for transmission of outgoing messages.

(10) *Appendixes*. The addition of appendixes to this annex is permissible and may cover topics such as—

- Schematics of the physical layout.
- Change of shift procedures.
- Security requirements, to include guard duties and identification badges.
- Briefing requirements.
- Overlay preparation.

(11) *Camouflage*. This portion of the annex discusses what camouflage procedures are required, to include type and amount of required camouflage materials (such as nets and shrubs); display of the Geneva Conventions' distinctive emblem on facilities, vehicles and aircraft on the ground (STANAG 2931); and other pertinent policies, guidance, or procedures.

d. Annex D, Operations. This annex establishes the procedures necessary to operate in a tactical environment under the C3 capabilities of the unit's CP/flight operations, including CP/flight operations procedures, communications, deployed FSMT C3, and reporting.

(1) *Responsibilities*.

(a) *Commander*. The commander has overall control, supervision, and command responsibility of unit from CP/flight operations site. He monitors the MEDEVAC process to assure mission accomplishment. In addition, the commander focuses on supporting future battles.

(b) *Flight operations platoon leader*. The flight operations platoon is responsible to the commander for the control and daily operations of the CP/flight operations. He coordinates with higher headquarters for required support. He briefs the commander on unit readiness and overall support requirements.

(c) *Flight operations officer*. The flight operations officer is normally delegated the responsibility for the daily operations of the CP. He prepares plans, operations, and orders in support of today's battles. He develops the Aeromedical Evacuation Plan. He briefs aircrews and missions, as required. This officer maintains 24-hour operations and a C3 information processing center. He coordinates

with outside sources for critical operational information and support. He monitors crew endurance, aircraft availability, operational readiness, and OPSEC/COMSEC. He displaces the airfield service section, as required, to support operations.

(d) *Flight operations noncommissioned officer in charge.* This NCO maintains 24-hour communications and operations support requirements at the CP. He maintains specific COMSEC requirements; establishes the message/information processing center; supervises communication link installation and operations; serves as designated OPSEC custodian in absence of flight operations officer; maintains mission status board; updates operational overlays; and coordinates support requirements for platoon.

(e) *Flight operations specialist(s).* This specialist assists with C3 requirements of unit aircrews and assigned missions and completes unit-level maintenance on communications equipment.

(f) *Communications specialist(s).* This individual maintains and establishes external and internal communications links; assists the unit clerk in establishing internal wire communications; completes unit-level maintenance on communications equipment; and assists other flight operations specialists (as required).

(g) *Base defense security team sergeant (as required).* This sergeant provides 24-hour protection and information safeguarding of CP/flight operations. Priority of protection is as follows:

- Operations security/COMSEC.
- Personnel.
- Equipment.

(h) *Flight platoon leader.* The flight platoon leader monitors aircrews and missions; provides C2 to assigned aircrews; briefs missions, as required; coordinates and communicates with deployed FSMTs for mission accomplishment; assists in monitoring crew endurance and aircraft status; develops Air Movement Plans; coordinates directly with the flight operations officer on all missions; and assists the commander in planning future operations.

(2) *Operations security.*

(a) Operations security provides information security in accordance with AR 380-5.

(b) The unit OPSEC officer/flight operations officer is responsible for the program in accordance with AR 350-1.

(c) Maintenance of OPSEC classified files will be in a triple barrier container marked "Classified." Access will be limited to the commander, flight operations officer, platoon sergeant, and/or NCO. The container will be under constant guard and protection.

(d) Classified documents will be maintained in accordance with AR 380-5 and AR 380-40.

(e) All operations material is classified as OPSEC and will be disseminated under a need-to-know basis. Access rosters will be posted and adhered to at all times in accordance with AR 604-5 and AR 380-40.

(f) A daily OPSEC report will be submitted to higher headquarters not later than 1800 daily, utilizing the higher headquarters' report format.

(g) Emergency destruction criteria.

1. *Authorization.* Higher headquarters, commander, flight operations officer/NCO only.

2. *Method.* Fire in accordance with AR 380-5 and AR 380-40.

3. *After-action report.* Will be forwarded to higher headquarters on final disposition of classified materials.

(h) Security clearances.

1. Unit headquarters will process security clearance (as required) in accordance with appropriate security regulations/directives.

2. At a minimum, all aircrew members, E7 and above, and communications/operations personnel must have a "Secret Clearance" to conduct unit operations.

3. Clearance verification will be maintained at the unit headquarters (for example, IPB).

(3) *Flight operations functions.*

(a) The flight operations platoon will provide flight planning and following services in accordance with FM 1-300.

(b) Mission briefings will be conducted for all teams/crews prior to deployment by CP/flight operations/AA platoon leader. Format will adhere to five-paragraph OPORD (FM 101-5) and nine-line MEDEVAC request.

(c) Evacuation request procedures (FM 8-10-6).

1. Evacuation requests will be made to CP/flight operations in accordance with governing OPLAN/OPORD for supported corps/division/brigade. Immediate requests will be transmitted over an AM net. Normally, URGENT, URGENT-SURG, and PRIORITY requests will be transmitted over FM nets direct to operations. Routine requests will usually be made telephonically or by messenger.

2. Formats must follow the standard nine-line request. Requests will then be logged and forwarded directly to first-up crew to accomplish.

3. Approval authority.

- Commander.
- Flight operations officer.
- Flight platoon leader.
- Team leader.
- Commander-designated authorities.

4. In-flight requests require the same approval authority unless different criteria is established during the mission briefing.

5. The medical evacuation dispatch will be logged onto the daily flight log with aircraft number, aircraft crew members, estimated time of departure, estimated time of return, actual time of departure, and mission.

(d) Flight following.

1. Flight following net.

- Frequency modulated—Secure primary.
- Ultra high frequency—Secondary.
- High frequent—Non-LOS communications.

2. Mandatory reports.

- Departure.
- Frequency change.
- If tactical situation permits—
 - Mission completion.
 - Distance from airfield—per TSOP.
- Operations area arrival.

3. A military flight plan, Department of Defense (DD) Form 175, will be utilized for all missions.

4. Aircrews on MEDEVAC standby will have mission briefing/flight plan on file throughout duty period.

5. Army airspace command and control (aerospace management).
- Daily (if possible)—the corps/division aviation officer and/or aviation brigade.
 - Contacted for current governing A2C2 plan.
 - Current A2C2 will be posted in flight operations.
 - Army airspace command and control requests will be forwarded to the divisional airspace management element not later than 24 hours prior to commencing operations.
 - Unit-level A2C2 measures will consist of—
 - Mandatory reporting point around airfield operations area as required per TSOP.
 - Ingress/egress routes to aviation operations area.
 - Forward area helicopter refueling traffic pattern.
 - Forward area helicopter refueling holding area.
 - Emergency holding area(s).

(4) *Communications.*

(a) *General.* The AA company will adhere to all communications instructions contained in higher headquarters SOPs, OPLANs, and OPORDs. In the absence of a governing headquarters, the following will be accomplished (at a minimum):

(b) *Communications.*

1. *Establish communications nets.*

- Higher headquarters command net—FM.
- Unit command net—FM secure.
- Immediate MEDEVAC request net—AM.
- Unit flight following—FM.

- Internal flight communications—FM.
 - Higher headquarters secure—single side band phones.
 - Higher headquarters—wire.
 - Internal communications—wire.
 - Internal administrative/logistics—VHF-HF PRC127.
2. *Operator instructions.* In accordance with SOI/ANCD.
3. *Switchboard operations.* An external/internal switchboard will be established in the CP acting as the message center for unit. The unit ISG is responsible for coordinating installation and 24-hour operation, once established.
4. *Electronic signature.* All means possible will be utilized to reduce the unit's electronic signature in a high threat environment. Specific actions include—
- Terrain masking.
 - Utilization of low power.
 - Remote antenna locations (when possible).
 - Transmission restraint.
 - Maximum utilization of messenger and wire communications.
5. *Net control station.*
- Command post/flight operations will act as net control station.
 - Daily at 0001 local, all stations will enter the net as required.
6. *Communications maintenance.*
- Completed daily by the operators.
 - Unit level completed by assigned individuals (MOS 31U).
 - Feeder data, DA Form 2406, will be submitted not later than 0700 daily to the headquarters motor sergeant.
 - Wire maintenance is responsibility of user.

(c) *Communications security.*

1. Communications security custodian/security manager are the two individuals primarily responsible for COMSEC in the CP.

2. Communications security materials.

- Only those codes, ciphers, authentication systems, and keying materials produced by National Security Agency/US Army Security Agency are approved for use.

- A COMSEC inventory will be conducted daily by the custodian at the beginning of a CP/flight operations shift change. In addition, all expired material will be destroyed with both shifts present as witnesses. Procedures will be in accordance with higher headquarters' destruction instructions.

- Communications security codes will be keyed daily by CP/flight operations personnel at 2400 Zulu unless otherwise dictated by higher headquarters. If aircraft are conducting missions without the next period's code keyed, aircrews will transmit in the RED utilizing SOI/ACND and proper phraseology until new codes are keyed.

- KY-57 present codes:

- Fill 1—current period.
- Fill 2—next period.
- Fill 3—supported unit.
- Fill 4—alternate.
- Fill 5—alternate.
- Fill 6—not utilized/main carrier.

- Keying devices will be maintained only at CP/flight operations in triple barrier containers. Forward support medical evacuation teams requiring code installation will be furnished codes daily by CP/flight operations messenger for centrally located FSMTs. Deployed FSMTs will request code installation from flight operations.

- Unless otherwise noted, identification, friend or foe (radar) codes will be installed and maintained similar to KY-57 equipment, except—

- The flight operations officer is responsible for verifying current codes through higher headquarters on a daily basis.

via secure FM.

- Emergency installations will be requested through flight operations

- In MEDEVAC standby aircraft, codes will not be zeroed, unless—
 - Directed by CP/flight operations.
 - Downed aircraft.
 - Base defense alert (RED).
- The primary code mode is “A.”

(d) *Signal operation instructions/standing signal instructions.*

1. *Signal operation instructions codes.* When operating in nonsecure modes, all operators will utilize SOI/ANCD codes and brevity lists.

- *Signal operation instructions.* Signal operation instructions will be issued to all leader’s and aircrews (as required). Missions will be performed to the maximum extent possible utilizing a daily brevity list/sheet versus carrying the entire SOI/ANCD on missions.

- *Aircraft call signs.* External aircrews will utilize SOI/ANCD call signs as dictated in SOI for service and support missions. Internal aircrews will utilize assigned SOI prefix, followed by the last two digits of the aircraft tail number.

2. *Standing signal instructions authentication instructions.*

- Authentication tables will be utilized throughout all operations.
- Mandatory authentication requirements.
 - In-flight mission requests.
 - Change of mission.
 - Any change in operational requirements.
 - Entering the net.
 - Combat service support requests.

(e) *Meaconing, intrusion, jamming, and interference (MIJI) instructions.* Actions when suspecting jamming and intrusion include—

- Continuing to transmit; shifting to higher power; transmitting during lulls in activity; and utilizing relay.

- Utilizing alternate frequency/radio.
- Not announcing problem on jammed/intruded frequency.
- Transmitting MIJI report to CP/flight operations or higher headquarters.

(5) *Deployed forward support medical evacuation team command, control, and communications.*

(a) *Command and control.*

1. The FSMT is attached to the supported element for mission support. Command and control remains internal to the AA company, specifically the AA platoon leader/sergeant.

2. Daily, the unit will establish liaison with the team and its supported element to develop mission essential requirements and information. Normally, the AA platoon leader and platoon sergeant will accomplish this liaison as part of their daily duties.

(b) *Communications.*

1. The FSMT does not require any internal communications at the supported unit location other than a messenger.

2. Primary links will be maintained with the AA medical company CP/flight operations on internal ultra high frequency and very high frequency nets. The FM frequency will be the secondary communications links to higher headquarters and the command net.

3. Communications security will remain the responsibility of the AA medical company. Daily, the flight platoon leader/platoon sergeant will provide keying devices to deployed FSMT to maintain speech secure and identification, friend or foe (radar) capabilities (as required).

(c) *Flight operations.*

1. Flight plans/mission briefs are an internal FSMT responsibility.

2. Flight following is accomplished through the corps/division flight following net(s) or flight operation centers. Secondary flight following will be accomplished through AA medical company FSMT.

(d) *Mission essential information.*

1. Mission essential information will be coordinated jointly through the FSMT leader, the flight platoon leader, and the supported unit staff.

2. Mission briefings are the FSMT leader's responsibility.

(6) *Reporting.*

(a) *External reports.* These are reports prepared in accordance with governing higher headquarters.

(b) *Internal reports.*

1. The situation report, transmitted upon contact, requests mission status; it is submitted daily at 1800 local time for deployed FSMTs.

2. The personnel, equipment, and aircraft status report is transmitted or sent by messenger not later than 0700 local time daily.

3. Nuclear, biological, and chemical 1/3—NBC reports.

4. Bombing report—report of surface fires received.

5. Meaconing, intrusion, jamming, and interference report.

6. Medical equipment resupply request.

(c) *Format.* All reports submitted in accordance with published format.

(7) *Documents supporting aircraft operations.* All allied documents relating to aircraft operations will be maintained and destroyed as follows:

(a) Documents relating to dispatch, clearance, control of aircraft, and supervision of clearance and normal servicing facilities for locally based and transit aircraft will be maintained for a period of 2 years. Included are departure logs, schedules reflecting takeoff time, destination, passenger manifest and similar data, and requests for and cancellation of flights and related papers.

(b) All aforementioned documents will be destroyed after 2 years.

e. *Annex E, Medical/Evacuation Operation Procedures.*

(1) *General.* This paragraph outlines the operations and procedures necessary to conduct MEDEVAC operations in support of the corps/division/brigade/battalion. Mission essential procedures include—

(a) Medical evacuation operations.

(b) Medical resupply.

(c) Search and rescue operations.

- (d) Downed aircraft recovery.
- (e) Hoist operations.
- (f) Nuclear, biological, and chemical contaminate area evacuation operations.

(2) *Medical evacuation operations.*

(a) *Mission statement.* The AA company provides aeromedical evacuation support to the corps/division at a specified location. Locations may include corps hospital, FSBs, and mobile aeromedical staging facilities, as required. The primary support asset to deploy and accomplish the mission is the FSMT.

(b) *Medical evacuation standby.*

1. *Organization.* The principal element that accomplishes a MEDEVAC mission is the individual aircraft and crew. Therefore, the focus of this portion of the SOP will be at the AA crew level.

2. *Aircrews.*

- Normal aircrew alert shift is 24 hours commencing at 1800 local time. For missions requiring night vision goggle (NVG) support, the shift will commence 1 hour prior to evening nautical twilight through 1 hour before morning nautical twilight.

- In accordance with regulatory requirement, aircrews will be designated by the commander as a day, unaided night, or NVG crew and briefed for each mission. Day/unaided night crews will perform mission, as required, during normal shift.

- Aircrew duty rosters will be established and posted in accordance with the flight platoon/FSMT leaders.

- A ready area will be established and designated by the flight platoon/FSMT leader in a central location to flight operations and/or aviation operations area.

3. *Aircraft configuration.* Aircraft will be configured (as required) into four basic configurations with all mission essential equipment. It should be noted that the aircraft may also be configured with the internal rescue hoist.

- One—3 litter/4 ambulatory patients.
- Two—6 litter patients.
- Three—9 ambulatory patients.
- Four—4 litter patients.

4. *Medical equipment sets.* Medical equipment sets will be configured in accordance with established MEDEVAC configuration.

(c) *Medical evacuation mission essential equipment.*

1. Six litters are part of the medical equipment set (AA). The aircraft will be configured in accordance with METT-TC. Only cotton litters will be utilized for United States Air Force (USAF) transfers.

2. New litters will be procured through the supporting medical logistics element.

3. Litter exchange will be accomplished on a one-for-one basis.

(d) *Medical equipment set (air ambulance).* This set is procured in accordance with MEDEVAC configuration sheets.

(e) *Medications.* The unit will follow formularies designed by higher headquarters.

(f) *Medic's aide bag.*

(g) *Intravenous solutions.* The unit will carry a basic load of intravenous solutions, tubing, and needles as required, including—

1. Lactated ringers.

2. Sodium chloride—9 percent.

3. Sterile water.

4. Syringes/needles. Syringe/needle security procedures will be established by the AA platoon sergeant and/or the FSMT. At a minimum, needles will be secured in the medical equipment set and inventoried daily.

(h) *High performance hoist, jungle penetrator, and/or SKED litter.*

(i) *Oxygen bottles (D size).*

(j) *Water (5-gallon can).*

(k) *Chemical agent alarm.*

(3) *“Second Up.”*

(a) *Organization.* “Second Up” will be considered the next aircrew to be on standby during a normal duty shift. “Second Up” will become the primary MEDEVAC standby crew when the first crew departs for a mission.

(b) *Operations.* Designated “Second Up” crews must stay in communication with flight operations, the flight platoon leader, or the deployed FSMT leader throughout the period of “Second Up” designation.

f. *Annex F, Administration and Personnel.* This annex outlines procedures relating to administrative and personnel matters and associated activities. The administrative and personnel functions will be as required by higher headquarters. As identified in paragraph 3-2h(2), the individual responsible for administrative and personnel functions will be an additional duty as appointed by the company commander.

g. *Annex G, Intelligence and Security.* This annex pertains to intelligence requirements and procedures and OPSEC considerations (see paragraph 3-2d).

(1) *Intelligence.* The flight operations officer has the responsibility of collecting information to assist the commander in reaching logical decisions as to the best courses of action to pursue. Essential elements of information (EEI) include, but are not limited to, the location, type, and strength of the air defense threat and location and type of defense radars known. In addition to EEI, the commander’s critical intelligence requirements are also considered.

(2) *Intelligence reports.* The flight operations officer is responsible for disseminating all applicable estimates, analyses, periodic intelligence reports, and intelligence summaries generated within the battalion or received from higher headquarters. Information on submission of reports and suspenses on intelligence products and reports should also be addressed in this appendix.

(3) *Weather data.* Weather conditions can disrupt air and ground evacuation efforts; therefore, AA companies must have accurate and timely weather information.

(4) *Reports.* These include information acquired during the routine performance of duty by pilots, ambulance drivers, and medics.

(5) *Counterintelligence.*

(a) *Camouflage.* When ordered or directed by the tactical commander, all units will initiate and continually strive to improve camouflage operations of positions, vehicles, and equipment. Noise and light discipline is emphasized at all times.

(b) *Communications security.* These measures will be enforced at all times. The specific requirements and considerations are included.

(c) *Signs and countersigns.* This paragraph lists the signs and countersigns to be used during hours of darkness. It also includes reporting requirements and procedures if the sign/countersign is lost or compromised.

(d) *Signal operation instructions.*

(e) *Document security.* This paragraph discusses the procedures for marking and safeguarding classified material, both working documents and completed documents. (Reporting requirements in the event of a compromise are also included.)

(f) *Captured personnel, equipment, supplies, and documents.* This appendix provides specific guidance on the handling of captured personnel, equipment, supplies, and documents. The disposition of captured medical equipment and supplies is governed by the Geneva Conventions and is protected against intentional destruction.

(g) *Security.* This appendix discusses weapons security and checks, aircraft security, SOI/ANCD (communications) security, CP security, the Sensitive Item Status Report, and escape and evasion.

h. *Annex H, Operations.* This annex establishes procedures for operations within the company and provides a basis for standardization of MEDEVAC operations in a tactical environment. It is essential that these procedures be standardized to ensure common understanding, facilitate control and responsiveness, and enhance mission accomplishment. Information on readiness, threat, and warning levels, camouflage, security, area damage control, and operations is also included.

(1) *Operational situation report.* Requirements for format, preparation, and submission of this report are discussed in this appendix.

(2) *Operations security.* This appendix provides the guidance and procedures for secure planning and conducting combat operations.

(a) *Essential elements of information and classification.*

(b) *Responsibilities.* The commander is ultimately responsible for denying information to the enemy. The flight operations officer is responsible to the commander for the overall planning and execution of operations. He has the principal staff interest in assuming the required degree of OPSEC and has the primary staff responsibility for coordinating the efforts of all other staff elements in this regard. The flight operations officer is responsible for the preparation of the EEI and providing classification guidance. Additionally, he identifies the priorities for the OPSEC analysis and develops OPSEC countermeasures.

(c) *Hostile intelligence threat.* The different sources of intelligence (human intelligence, signal intelligence, and so forth) are discussed.

(d) *Operations security program.* This includes physical security, information security, SIGSEC, and deception.

(e) *Document downgrading/declassification and classification authority.*

(3) *Operations security and countermeasures.* This appendix discusses camouflage, light discipline, noise discipline, physical security, information security, and SIGSEC.

(4) *Unit location update.* This appendix provides timely information on the location of main and forward CPs, subordinate unit CPs, helipads, and POL points.

(5) *Flight operations.* This appendix provides information concerning Army aviation LZs throughout the corps area; required reports; and mission debriefing.

(6) *Communications-electronics.* This appendix establishes communications policies, procedures, and responsibilities for the installation, operation, and maintenance of communications-electronics equipment.

(7) *Responsibilities of the company communications-electronics NCO in charge.*

(a) Concept of operations.

(b) Command and control.

(c) Radio communications.

(d) Radio teletypewriter communications.

(e) Message/communications center.

(f) Message handling procedures.

(g) Wire communications.

(h) Switchboard operations.

(i) Communications security.

(j) Intelligence security.

(k) Meaconing, intrusion, jamming, and interference reporting and communications-electronic countermeasures.

(l) Security violations. This prescribes procedures for reporting any event or action which may have jeopardized the security of communications.

(m) Destruction of material.

(n) Daily shift inventory.

(o) Physical security.

(p) Transmission security.

(q) *Security areas.* This discusses access procedures and rosters, access approval requirements, and prohibited items.

(r) *Inventory of classified documents.*

(s) *Communications security officers and custodians.* The appointment procedures, orders requirements, and duties of personnel are described.

(t) *Safety.*

(u) *Power units.*

i. *Annex I, Nuclear, Biological, and Chemical Defense.* This annex prescribes the policy, guidance, and procedures for NBC defensive operations.

(1) *Responsibilities.*

(2) *Nuclear, biological, and chemical reporting requirements and procedures.*

(a) *Patient evacuation in a contaminated environment.*

(b) *Contamination avoidance.*

(c) *Protection.* Protection pertains to those measures each soldier must take before, during, and after an NBC attack to survive and continue the mission.

(d) *Decontamination.* This discusses equipment requirements, procedures, and types of decontamination (such as immediate).

(e) *Mission-oriented protective posture.* This appendix provides guidance on the garments required for the different mission-oriented protective posture (MOPP) levels and identification procedures for personnel in MOPP.

(f) *Radiation exposure guide.* Establishes operational exposure guide. Discussion in this appendix includes, but is not limited to, determining what constitutes a radiological hazard, prescribing acceptable limits of potential casualty-producing doses of radiation, minimizing exposure, and protecting against electromagnetic pulses.

j. *Annex J, Logistics.* This annex must address all classes of supply. It establishes unit logistics priorities and procedures.

(1) *Supply and services.* A discussion of applicability, responsibilities, policy, classes of supply, requisition and delivery procedures, hours of operation, and other supply-relevant topics and available services (such as laundry and bath) can be addressed in this section.

(2) *Food service.* This appendix discusses responsibilities, hours of operation, Class I supplies, sanitation requirements, layout of field kitchen, fuel storage, maintenance, safety precautions, and administration, such as headcounts, required reports, shift schedules, meals ready to eat, and inspections/visits of subordinate unit kitchens.

(3) *Transportation/movement requirements.* This appendix may cover the following areas: applicability, responsibilities, and policies on speed, vehicle markings, transporting flammable materials, transporting ammunition and weapons, and so on; convoy procedures; safety; and accident reporting.

(4) *Supply accountability.* This appendix discusses the classes of supplies to include the procedures for each class of supply.

(5) *Field hygiene and sanitation.* This appendix provides uniform guidance and procedures for the performance of functions related to field hygiene and sanitation. It includes policies, communicable disease control, field water supply, water containers and cans, water purification bags, food sanitation, latrines, liquid waste disposal, and garbage and rubbish disposal.

(6) *Conventional ammunition download/upload procedures.* This appendix delineates responsibilities and provides guidance and procedures for the requisition, storage, and distribution of ammunition and weapons, reporting requirements, and safety.

(7) *Petroleum, oils, and lubricants accounts.*

(8) *Medical logistics support.* The health service logistics concept of operations, requisition and distribution procedures, accountability, and reports are provided in this appendix.

(9) *Maintenance.* This appendix includes information on the maintenance requirements of the company and the location and hours of operation of supporting maintenance units and collection points. Maintenance for medical equipment, vehicles, aircraft, and communications, and other categories of equipment are discussed.

k. Annex K, Safety. This annex establishes minimum essential safety guidance for the commander and unit/section. It includes accident reporting, safety measures, emergency procedures, vehicle safety, ground guide procedures, fire prevention and protection, antennas, climate, survival training, animal and arthropod hazards, personal protective measures, hearing conservation, carbon monoxide poison, helicopter safety, and refueling operations.

l. Annex L, Civil-Military Operations. This annex discusses participation in civil-military operations (CMO). Medical elements are often involved in CMO, humanitarian assistance, and disaster relief operations. The activities which may be covered include providing DS for MEDEVAC, providing guidance on developing a MEDEVAC system in a HN, and providing training to a HN's medical infrastructure.

m. Annex M, Mass Casualty Situations. This annex discusses the procedures for providing MEDEVAC support to MASCAL situations, to include coordination for nonmedical transportation assets and the augmentation of these assets with medical personnel to provide en route patient care.

n. Annex N, Hoist Operations. This annex discusses unit hoist operations. See TM 1-1520-237-10, Training Circular (TC) 1-211, and TC 1-212.

o. Annex O, Helicopter Shipboard Operations. This annex discusses unit helicopter shipboard operations. See FM 1-564 and Naval Warfare Publication (NWP) 42 (Rev. J).

p. Annex P, Combat Search and Rescue Operations. This annex discusses unit CSAR operations. See FM 1-100 and JP 3-04.1.